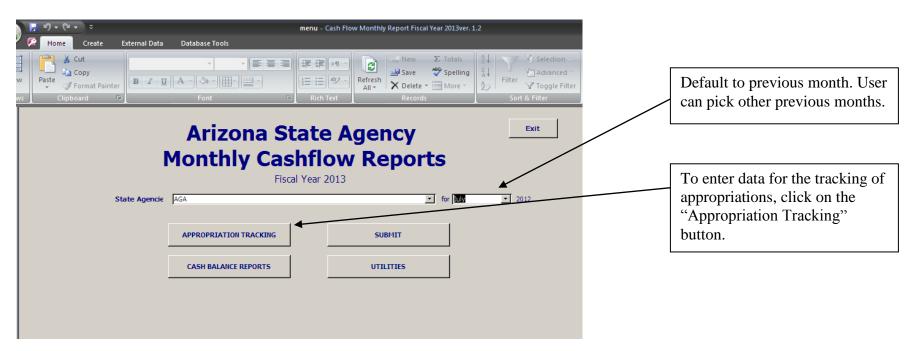
Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

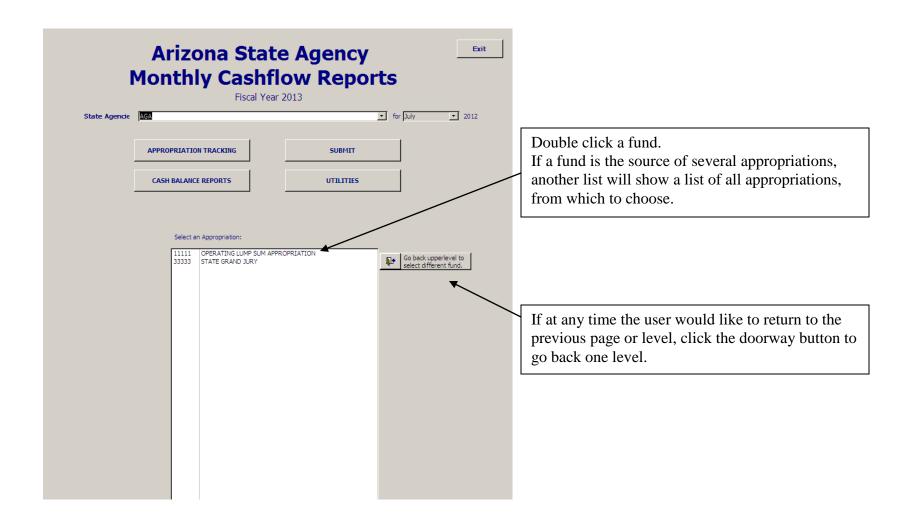
Month Cash flow is a Microsoft Access application that replaces the MS Excel file that the agencies are using now. At the beginning of every fiscal year, each agency will need to download and install the system into their local computer system.

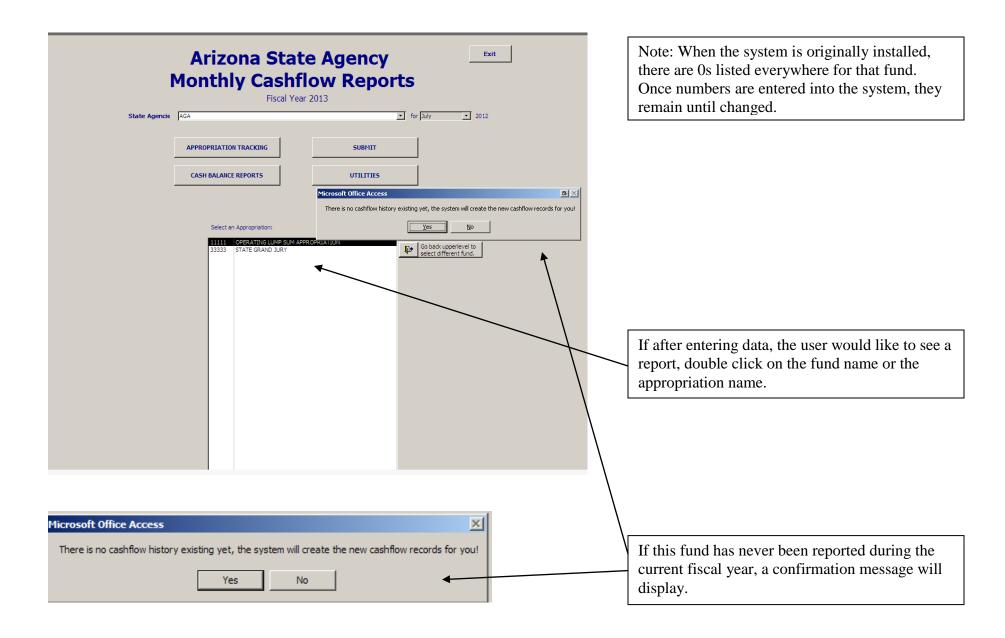
Once an agency installs the monthly cash flow system, they should use this system to complete monthly appropriations and cash flow reports to OSPB. Once downloaded for a fiscal year, the system is ready to use in its local setting for the remainder of the fiscal year.

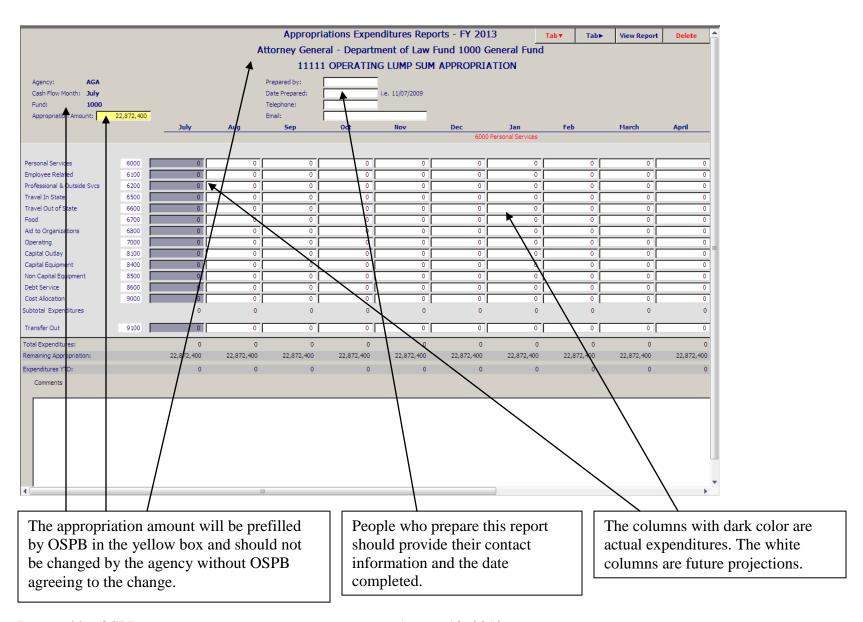
There are two major sections in this system: 1) tracking of appropriation expenditures and 2) tracking of money as it flows into and out of the state funds.

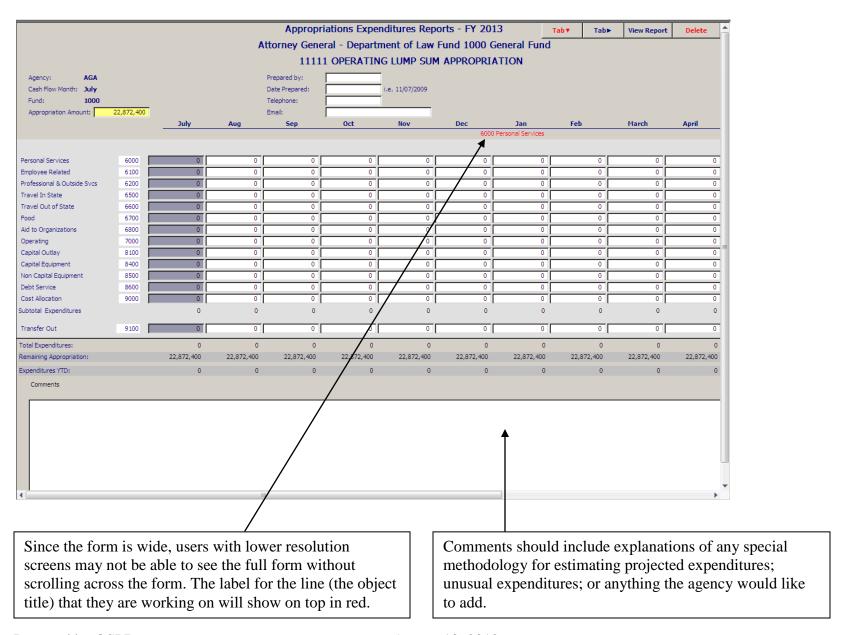
When the system is opened each month, it will assume the user wants to enter data for the previous month. For example, if you open it in March, the system will be automatically set to report actual expenditures for February. The user can change the month, if desired.

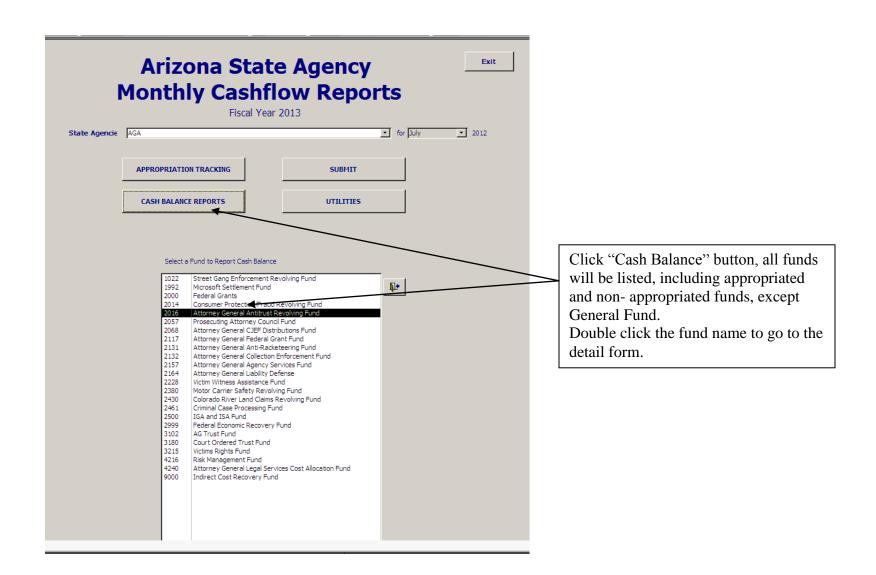


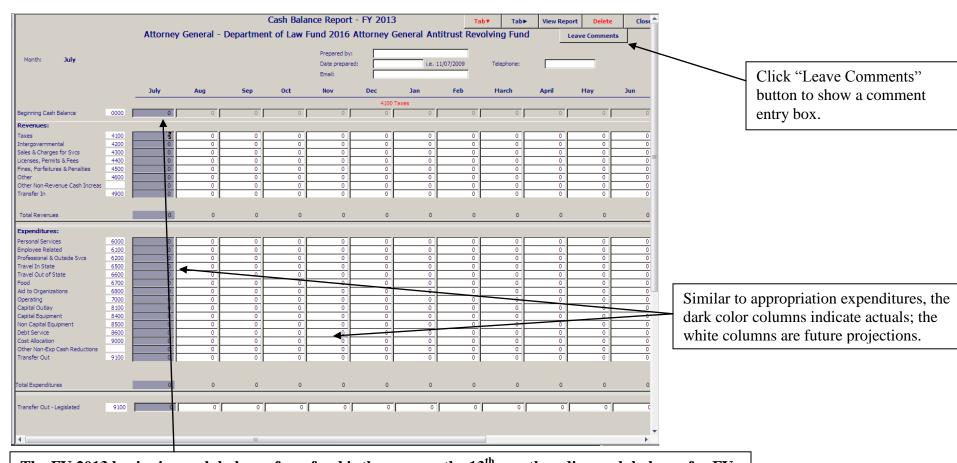












The FY 2013 beginning cash balance for a fund is the same as the 13th month ending cash balance for FY 2012 and is best found by totaling the following lines on AFIS screen 65A:

Cash

Cash invested with the Treasurer

Payments Outstanding (PYMT/OUT)

ACH Payments Outstanding (ACH PYMT)

Claims Payable (CLM/PYBL)

